****A picture containing drawing

Description automatically generated

# 

**Job Description**

**Job title: Community Development Worker (Chard / Taunton / Bridgwater)**

**Working hours**  Various (3 days per week per area or two areas combined for full-time)

**Salary** £21,000

**Accountable to:** Voluntary Sector Development Manager

**Term of Contract** 6 month fixed term contract (January – June 2021 initially, but with extension possible should funding be available)

**Annual Leave**  24 days pro rata + bank holidays

**Probationary Period** 3 months

**Office base**  Home-based, although elements of the work is community based

**Expenses** Travel expenses from home

**Purpose of Role**

The Community Development Worker will work alongside the Voluntary Sector Development Advisor for that area and will support and guide community groups, other stakeholders, and volunteers as they both respond to and recover from the impact of COVID-19. In particular, the role will seek to develop local volunteering networks which can respond to future emergency situations and provide ongoing support to vulnerable residents and support local community organisations with ongoing recruitment.

**Main Duties**

1. Working in partnership, and in close collaboration with the Voluntary Sector Advisor (VSA) for the area, identify and build a local network of volunteers by engagement with the local population, existing VCSE organisations and other stakeholders (for example encouraging businesses to share skills into the community).
2. Raise awareness of and promote access to volunteering opportunities, and increase take up of the Spark a Change volunteering brokerage platform across a wide range of groups in the locality
3. Work with the VSA to develop local neighbourhood mutual-aid groups for the future (e.g. through signposting to funding, help with governance, access to training and resources)
4. Work locally to deliver a variety of communications and engagement activity promoting local volunteering and social action.
5. Working as part of the Bright Sparks team, plan and support training events or supportive engagement forums
6. Enable the appropriate levels of checks and training requirements for local volunteers (DBS, safeguarding, food hygiene, mental health first aid etc)
7. Manage and grow social media engagement where appropriate
8. Gather relevant data on post-Covid-19 activity and impact, to help inform further planning and decision making
9. Develop a bank of case studies which demonstrate the impact of our work and keep insightful records of work undertaken
10. Provide written or verbal reports as agreed to share and reflect on achievements and learning
11. Promote and publicise Spark Somerset using social media, events and through developing links with stakeholders

### GENERAL

* Undertake any other duties that may be reasonably required by the Manager and the Board.
* Ensure that the values of the Spark Somerset are promoted at all times.
* Promote and adhere to all policies adopted by the Board of Trustees.

**Person Specification**

**Community Development Adviser (Covid-19 groups)**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **REQUIREMENTS** | **ESSENTIAL/**  **DESIRABLE** |
| Education/training | Graduate level / equivalent | D |
| Experience | Six months or equivalent of volunteering or working with community-based organisations  Track record of working to and achieving targets  Experience of giving presentations or running workshops | E  E  D |
| Knowledge | Principles of asset-based community development and empowerment  Good working knowledge of the voluntary sector, and the role of volunteering | E  D |
| Skills/Abilities | Excellent oral and written presentation and communication skills which are clear, easily understood, and relevant to a range of audiences  Ability to manage time and prioritise workload  Relevant IT skills to support project, including databases, PowerPoint and social media  Structured approach to work  Self-starter  Able to work both under own initiative and with the flexibility required to collaborate with the wider team  Creative, lateral thinker  Good negotiating skills | E  E  E  E  E  E  E  E |
| Travel / Working  hours | Ability to travel according to the needs of the job with reasonable adjustments if required, according to the Disability Discrimination Act  Ability to work flexible hours including evenings and occasional weekends | E  E |
| Anti-discrimination | Commitment to anti-discriminatory practice  Commitment to implement the Equal Opportunities policy of Spark Somerset. | E  E |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | E |

**November 2020**